

How Do I Relative Placement – Non Kinship

Relative Placements (non-Kinship Care):

Placements in the home of relatives that are either authorized or supervised by your agency (this includes those that resulted from a court order as well as those that were not court ordered) should be documented in eWiSACWIS. In most cases these placements will not generate a payment (contact your supervisor or fiscal manager if a payment is needed). Often, a relative placement is the first placement a child experiences after their removal from their family home. This makes it important that this placement is recorded and that the “Date removed from his/her home” is accurately recorded on the Placement and Services page.

The screenshot shows the eWiSACWIS Person Management interface for a child named Abby, Angel (ID: 20997). The 'Basic' tab is active, displaying various demographic and identification fields. The 'Name' section includes fields for Prefix, First Name (Angel), MI, Last Name (Abby), and Suffix, with a 'Save as AKA' checkbox. The 'Basic' section contains fields for Gender (Female), U.S. Citizen status, SSN (431-55-8512), Birth Date (03/26/1999), Birth Place, Death Date (00/00/0000), Commitment#, and County Person ID. Below this, there are fields for Wisconsin Resident (Yes), Primary Language (English), Religion, Marital Status, and an 'Interpreter Required' checkbox. The 'Ethnicity' section includes fields for Primary Race (White), Race, Ethnicity, Hispanic/Latino status (No), Indian Tribe, and Tribal Reference #. 'Save' and 'Close' buttons are located at the bottom right of the form.

Person Management Page>Basic Tab

Step 1 of 5

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.

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- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

Person Management 'Abby, Angel' ID:20997 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status: Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#)

Child was previously Adopted **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned HSRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

[Save](#) [Close](#)

Person Management Page>Additional Tab

Step 2 of 5

- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

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Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check REC Help ?

Create Case Items

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- Family Assessment
- Legal
- Medical/Mental Health
- Narrative
- Ongoing Services
- Payment
- Placement: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Abby, Art
- Aiden, Fred
- Allen, Sarah
- Altman, Simon
- Appleton, Claire
- Ash, Anna
- ATestOne, One
- ATestTwo, One
- Brinks, Becky
- Brooks, Brenda

Case Participants

- Alice Abby, Reference Person
- Amy Abby, Biological Child
- Angel Abby, Biological Child
- Art Abby, Father
- Annabel Abby, Biological Child
- Simon Abby, Biological Child
- Caitlin Cake, Non-Relative

Create Close

Done Local intranet

Create Casework Page

Step 3 of 5

- From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

How Do I Relative Placement – Non Kinship

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check REC Help ?

Child
Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

Placement Begin

Placement Begin Date: 04/12/2004 **Placement End Date:** 00/00/0000
Date Removed from his/her home: 04/12/2004 Estimated End Date: 00/00/0000
VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement
☐ This is an Adoptive Placement
[Removal Reasons](#)

Does the agency have legal responsibility of the child at the time of removal?
☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement

Service Category: Relative Care - Unlicensed
Service Type: Relative Care - Court Ordered
Placement Status: Relative - Unlicensed

Child Specific Rate: \$0.00
Current Basic Rate:
Administrative Fee: \$0.00
Exceptional Amount: \$0.00
Supplemental Points: [Supplemental Points](#)
Supplemental Points Amount: \$0.00
Current Total Monthly Payment:

Options:

Done Local intranet

Placements and Services Page>Service Tab

Step 4 of 5

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose Relative Care – Unlicensed
- In the Service Type field choose the appropriate value
- In the Placement Status field choose Relative-Unlicensed

How Do I Relative Placement – Non Kinship

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Child
Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☐ No ☒ N/A
Administrative Fee: \$0.00
Exceptional Amount: \$0.00
Supplemental Points: [Supplemental Points](#)
☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement
Supplemental Points Amount: \$0.00
Current Total Monthly Payment:

Child Removal From Home Information
Manner: Court Ordered **Primary Caretaker:** Alice Abby
Caretaker Structure: Married Couple **Secondary Caretaker:** Art Abby

KIDS Referral
KIDS Referral
Is this referral in the best interest of the child? ☒ Yes ☐ No
Is this placement expected to be long term? ☒ Yes ☐ No
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (continued)

Step 4 of 5

- Enter the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

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The screenshot shows the eWiSACWIS web application in a Microsoft Internet Explorer browser window. The title bar reads "Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the eWiSACWIS logo and navigation links for Print, Spell Check, and Help. The main content area is divided into tabs for "Child" and "Provider". The "Child" tab is active, showing fields for Child Name (Abby, Angel), Case Name (Abby, Art), and Request Number. Below the tabs, there are sections for "Provider Information" and "Payment Information". The "Provider Information" section includes fields for Name (Hilda Hills), ID (20200), Contact, C/O, Street (98 Hillside Blvd.), Apt, City (Madison), State (WI), Zip (53704), Country, Phone, Ext, Fax, Alt Phone, Alt Ext, and Email. The "Payment Information" section includes fields for Parent Agency (Hilda Hills), Target Pop (CHIPS - Other), and an "Override Parent Agency rule" checkbox. The "Kinship Care" section includes a field for Relationship of Child to Kinship Provider. At the bottom, there is a "Split Payment" button, an "Options" dropdown menu, and "Save" and "Close" buttons. The browser status bar at the bottom shows "Done" and "Local intranet".

Placements and Services Page>Provider Tab

Step 5 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default is "CHPS Other".
- Return to the Service tab.
- To approve the placement and send it to your supervisor for approval choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

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Ending a Placement in eWiSACWIS

Service Ending -- Web Page Dialog

eWiSACWIS

Print Spell Check ABC Help ?

Service Ending

End Date: 04/12/2004

End Reason: Placement with Relative

Is the End of This Child Placement a Discharge from All Placements?

☐ Yes ☐ No ☐ N/A

Discharge Reason: Living With Other Relatives

☐ Override

Options: Approval Go

Save Close

Options: Placement Ending Go

Done Local intranet

Placements and Services Page>Service Tab

Step 1 of 1

- From the Service Tab of the Placements and Services Page select:
Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date and End Reason.
- Some End Reasons will automatically record a Yes to the question: “Is the End of This Child’s Placement a Discharge from All Placements”.
- If the Child’s Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then Close on the Service Ending pop-up page.
- Click Close on the Placements and Services page.